



RECRUITMENT EXERCISE APPROVALS

Part 1: Vacancy Details

Scout Reference Number	83754
Job Title	NCF Registrar
Location	Principal Registry – National Operations Team
Number of applications received	9

Part 2: Panel Approval

The undersigned are aware of the correct policy and procedures for merit selection and certify that these have been followed.

	Chairperson	Panel Member	Panel Member
Name	Sia Lagos National Operations Registrar	David Pringle Deputy National Operations Registrar	Andrea Jarratt Director National Operations
Sign			
Date	2/12/16	2/12/16	2/12/16

Part 3: Delegate Approval

Recommendation Endorsed: Yes No

Name	Sia Lagos 	Comments
Sign	National Operations Registrar	Approve Caitlin Wu as the successful applicant
Date	2/12/16	

Once this page has been signed in full, please return it to recruitment@familycourt.gov.au

Attachment to document 02
Disclosed under FOI

Candidate	Rating	Suitability Comment	Status
Caitlin Wu	90	Caitlin provided a very good written application and her responses to the questions from the panel were very good. Her referee confirmed the panel's unanimous views that she has the key skills and attributes to undertake this position very well and is the outstanding applicant and should be appointed to the position. Caitlin has gained an excellent knowledge of the operation of the Court through her various roles as a Senior Legal Case Manager and Appeals Co-ordinator. Caitlin's ability to critically evaluate information is demonstrated through ability to effectively provide legal and case management support to registrars and chambers. Caitlin reviews extensive case documents and prepares material to support registrars to conduct Bankruptcy and Corporations Lists and mediations. Caitlin's spectrum of knowledge covers a wide variety of federal law relevant to the position as well as registry and chambers across First Instance and Appellate work. Caitlin clearly identified for the panel what she thought were the critical aspects of the role and that her various positions at the Court would allow her to undertake the role exceptionally well. Caitlin provided clear examples of where she has improved practices and procedures in the workplace. Through Catlin's various roles in the Court she has liaised extensively and effectively with judges, registry and chambers staff and members of the legal profession, and is often the first point of contact on a wide range of issues. Caitlin's referee confirmed her exceptional communication and interpersonal skills.	Offered Role
Holly	70	Holly provided a good written application, although there were a number of spelling and grammatical errors in the application and Holly's responses to the questions from the panel were good, however the panel did feel that Holly's answers were sometimes too generic rather than answering the question directly and providing specific examples. The panel agreed that while Holly has not worked at the Federal Court she demonstrated through her legal experience that she would be able to gain quickly an understanding of the practices and procedures and jurisdiction of the Court, however Holly's litigation experience is limited mainly to employment. Holly outlined her current position which demonstrated her ability to work effectively in a highly pressured environment and critically evaluate large amounts of information concisely and this was supported by her referees. Holly liaises with a range of stakeholders at all levels and does this effectively which was also confirmed by her referees.	Unsuccessful
Kasia	65	Kasia provided a brief written application and her responses to the questions from the panel were good. While Kasia has not worked at the Federal Court she demonstrated that through her extensive legal experience in litigation, in particular commercial litigation, she has a comprehensive understanding of the practices and procedures and jurisdiction of the Court. Kasia's litigation experience also demonstrates her ability to critically evaluate large amounts of information concisely and this was verified by one of her referees. Kasia provided limited examples of where she has implemented innovative processes to improve work practices. Kasia's provided some examples of cultivating productive working relationships however the panel was not convinced that one of her strengths was being able to communicate with influence.	Unsuccessful

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Ellen	57.5	Ellen provided a good written application however the panel agreed that at the interview Ellen provided limited responses and examples to support her application. While Ellen has many years of legal experience as a barrister and consultant, Ellen's legal experience is limited mainly to taxation law and is focused on policy advice. Referees were not consulted.	Unsuccessful
Tam	45	Tam provided a good written application however the panel agreed that at the interview Tam provided limited responses and examples to support her application. Tam's legal experience relates more to policy and practice and mainly in the area of taxation law. The panel agreed that Tam required further litigation and leadership experience. Referees were not consulted.	Unsuccessful
Helen		Not shortlisted	Unsuccessful
Mollie			Withdrawn
Wendy		Not shortlisted	Unsuccessful
Belinda		Not shortlisted	Unsuccessful